*To ensure accessibility in accordance with the Americans with Disabilities Act (ADA),
please use the down arrow key to navigate this tool.*

Educator Name: Click to enter text. Proposed Observation Date: Click to enter a date.

Evaluator Name: Click to enter text. Observation Time/Duration: Click to enter text.

School Name: Click to enter text. Date of Pre/Post Conference: Click to enter text.

Grade: Click to enter text. Class/Subject to be Observed: Click to enter text.

This tool is for the educator and evaluator to discuss an upcoming scheduled observation or to discuss recent scheduled and/or unscheduled observations. It is intended to guide thinking and conversation. **The questions on this form serve as a guide to start conversation and are not required**. Every question may not be answered or be relevant to every observation.

**Instructional Practice Standards**

| **Questions to Guide Discussions:** | **Notes** |
| --- | --- |
| * What is/was the intended learning for the lesson? What content standard(s) does this align to?
* How will/did you connect new learning to prior learning and experience?
* How will/did learning tasks have high cognitive demand for the students in your classroom?
* How will/did students engage in meaning-making through discourse and/or other strategies? (Which strategies will/did you use?)
* How will/did students demonstrate their understanding of what they are learning and why they are learning it?
* How will/did you integrate assessment into instruction?
 | Click here to enter text. |

**Professional Responsibilities Standards**

| **Questions to Guide Discussions:** | **Notes/Evidence Reviewed:** |
| --- | --- |
| * How will/did you maintain/gather learning resources to ensure it supports curriculum standards?
* What data will/did you use to inform data collection decisions?
* How will/did you organize the physical space of the library and create a welcoming environment that promotes learning?
* How will/did you ensure equitable use of the library/library resources?
* How will/did you promote library program initiatives, programs, and services?
* How will/did you enhance student learning by engaging parents/students in becoming active members of the school community?
* How will/did you seek out professional development and feedback to reflect on your practice?
 | Click here to enter text. |

**Student Learning/Library Program and Professional Practice Goals**

| Progress Toward Student Learning/Library Program Goal and Professional Practice Goal |
| --- |
| Discuss progress made toward the SLG/LPG or PPG and log evidence of discussion here:Click here to enter text. |